

Travis County Courts

E-Courtroom Training Guide



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The E-Courtroom System

Systems Overview and Functionality

- ◆ The E-Courtroom system is an evidence presentation tool that utilizes a dedicated computer, electronic LCD display, data monitors, DVD/VCR, document presenter, and integrated audio system.
- ◆ From the lectern, attorneys have the capability to present digitized evidence, digital presentations, Internet based information, transparencies, x-rays, three-dimensional physical evidence and DVD/VCR recorded material.
- ◆ The video signal is routed to the LCD 52" Display, the judge's monitor, witness stand and to each counselor's table simultaneously.
- ◆ Each judge has the capability to toggle their monitor between their bench PC and what is being displayed from the courtroom lectern.

Getting Started

The Lectern

- ◆ The lectern contains a dedicated computer for interfacing with the system. The following applications are currently available for use:
 - Microsoft PowerPoint 2010
 - Microsoft Excel 2010
 - Microsoft Word 2010
 - Internet Explorer 9
 - Windows Media Player 12
 - Adobe Acrobat Reader 9
 - Sanction II
 - VLC Media Player 2.0

Computer in the Lectern

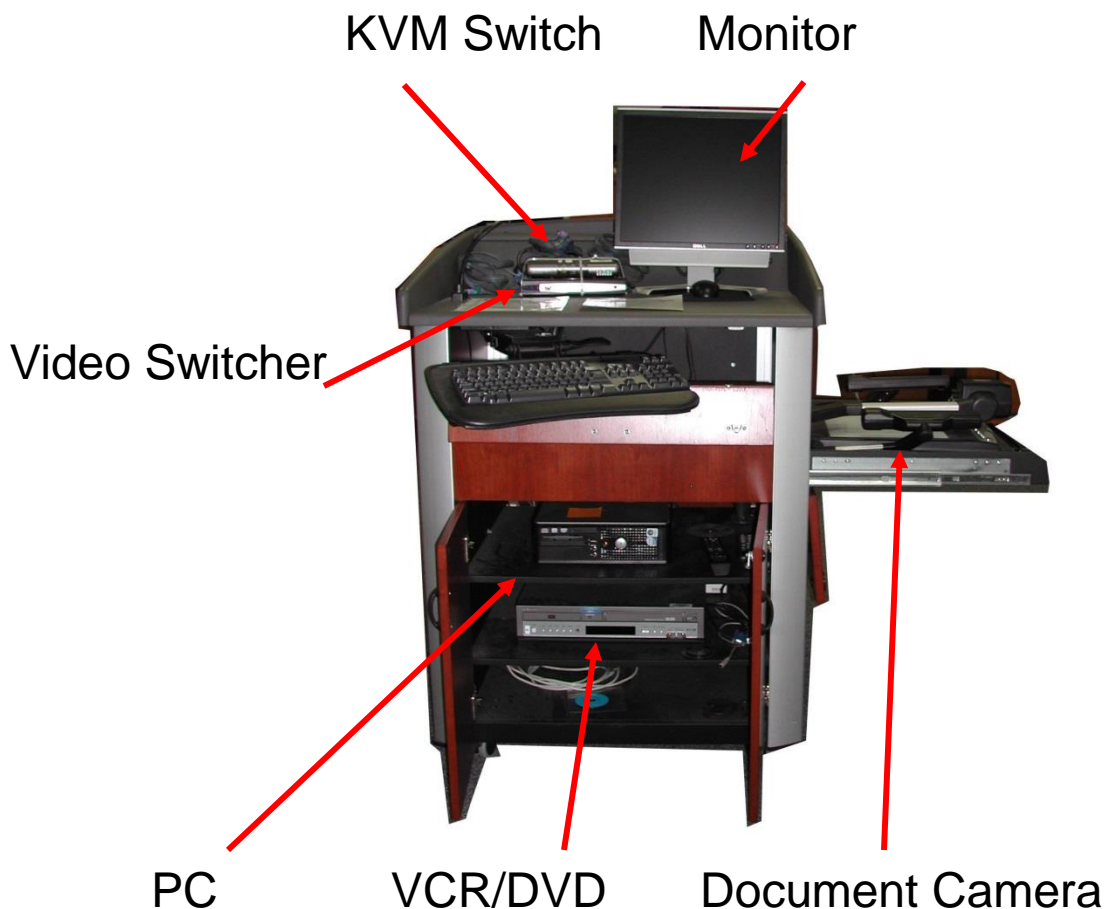
- To access the dedicated lectern computer, select button 1 on the KVM switch.
- You may also connect your own computer to the KVM switch, using one of the VGA cables provides at the lectern. Then select button 2 or 3 depending on which VGA cable you used.



Getting Started

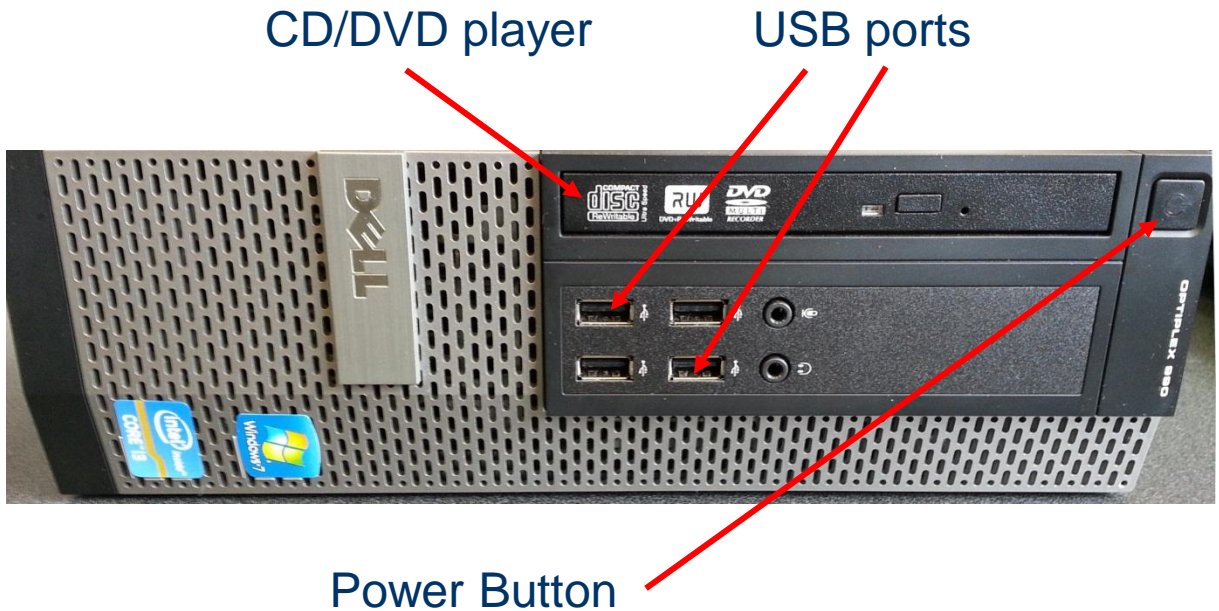
The Lectern

- ◆ The lectern houses the following: dedicated computer, DVD/VCR, document camera, KVM switch, video source switcher, and reference monitor.
- ◆ The Samsung LCD Display is positioned to provide viewing for the jury.



Getting Started

Lectern Computer



- The front side USB ports allow easy access for flash drives and portable hard drives.
- If you have a burned CD or DVD media, try it in the computer first, it has the most software and codecs available.

Getting Started

Lectern - Connecting a laptop



- ◆ You have the option to bring in a laptop to hook into the E-Courtroom equipment.
- ◆ A monitor cable is provided, however if audio is desired, you must bring a cable.
- ◆ When connecting your laptop to the courtroom lectern, make sure you connect the cables and then turn the laptop on. You may still have to press one of the following keystroke combinations to successfully get your video signal out: (Fn + F4), (Fn + F7), or the (Fn + F8) keys.
- ◆ Set your laptop resolution to 1024 x 768. This resolution is supported by all the courtroom displays.



■ Which of these you will press depends upon the brand of your laptop.

■ Here are some examples of what the keys might look like:

Getting Started

52" TV

The Basics

- ◆ High Definition 1080p resolution with a 30,000:1 dynamic contrast ratio and a 5ms response time
- ◆ Use the input button to toggle through available input sources: PC, S-Video, HDMI, component, composite, etc.



System Basics

My Presentation

- ◆ To begin a presentation, verify that the system equipment is powered on. All display sources: PC and DVD/VCR are routed to the Samsung LCD screen through the Document Camera. Sources are selected using the document camera's INT/EXT button located on the top panel. **NOTE:** You do not need the PC powered on if you only wish to use the Document Camera.



INT/EXT

- ◆ The computer image will simultaneously appear on all the displays. Note: Only the judge has the ability to change his/her display to a source different than the one selected at the podium.
- ◆ The INT/EXT button sequentially switches the display to the video switcher and also a blank screen.

System Basics

Video Source Selection

- ◆ Video source selection is accomplished by the ViewSonic N6 switcher. The unit is located beneath the KVM switcher. The N6 is a switcher/scaler/TV tuner that process the DVD/VCR and TV tuner base signals into a computer format that the LCD Screen and the data monitors display.
- ◆ To select a source press the INPUT selection button until the image for the desired source appears. Remember that the document camera INT/EXT button must be selected to TV/VCR/DVD/PC



System Basics

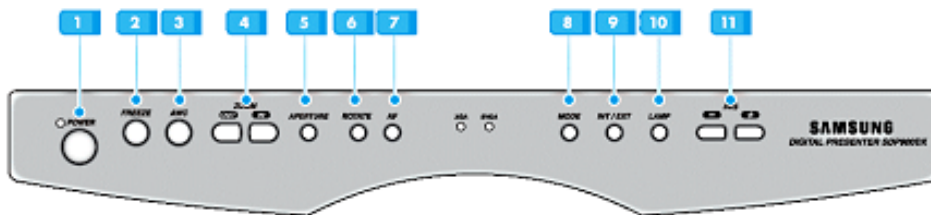
Using the Dedicated Computer

- ◆ The dedicated lectern computer has been pre-loaded with the following:
 - Microsoft Windows 7
 - Microsoft Word 2010
 - Microsoft Excel 2010
 - Microsoft PowerPoint 2010
 - Internet Explorer 9
 - Windows Media Player 12
 - Adobe Acrobat Reader 9
 - Sanction II
 - VLC Media Player 2.0

System Basics

Using the Document Camera

◆ Samsung 900 DX Function Chart



1 POWER

Use this to turn the power on or off.

2 FREEZE

Use this to freeze the image.

3 AWC

Use this to control the color automatically.

4 ZOOM

Use this to control the size of an object projected on the screen.

5 APERTURE

Use this to control the sharpness of the output image.

6 ROTATE

Use this to rotate the image 90, 180, 270 or 360 degrees.

7 AF

Use this adjust the focus automatically.

8 MODE

Use this to select the desired resolution for the video output device(PC monitor, projector) connected to this product.

9 INT / EXT

Use this to select internal or external image
INT: to view the image on this product.
EXT: to view the VGA output from another device such as a PC monitor or a projector by connecting it to this product.

10 LAMP

Use this to turn the upper lamp or light box on or off.

11 IRIS

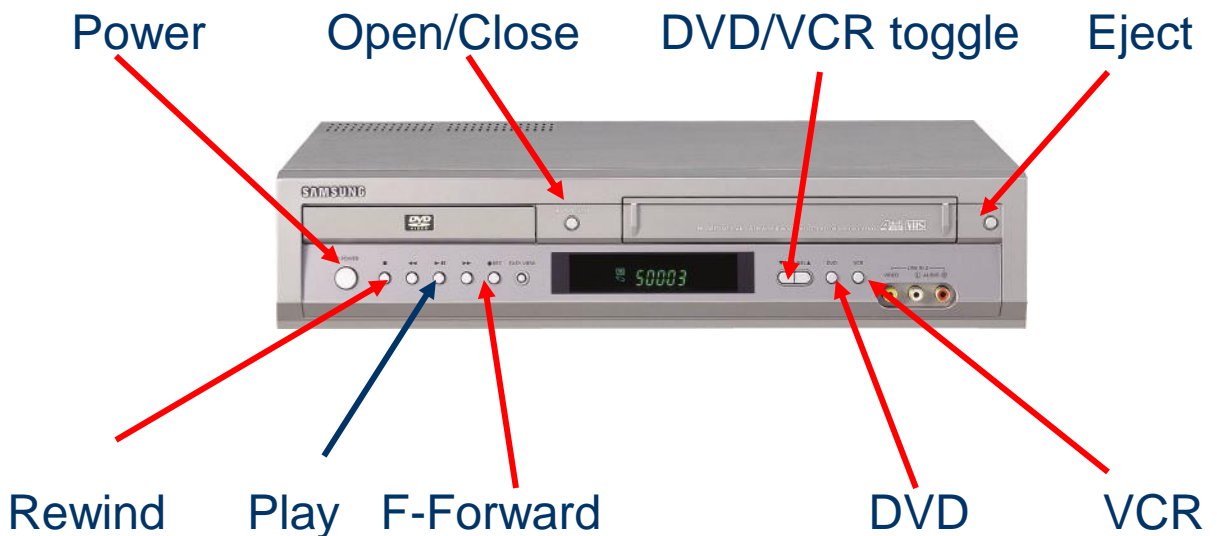
Use this to control the brightness of the image by using the iris.

System Basics

Using the VCR/DVD Player

We recommend using the PC for presenting DVD, and other digital media i.e. photo, video and audio files

- ◆ This unit supports playback of:
 - DVD (use of PC for these preferred)
 - VHS
 - Picture CD & JPEG (use of PC for these preferred)
 - MP3 & WMA CD-R/RW (use of PC for these preferred)
- ◆ Make sure you select the appropriate DVD/ VCD input or your image will not appear.



Troubleshooting

- ◆ Loss of image to the displays:
 - Verify the power on the KVM switch (this gets its power from the lectern PC so make sure its turned on), ViewSonic switcher, document camera and 52" LCD Display.
 - Check the lectern computer sometimes it will require a reboot.
- ◆ Poor or no images on the document camera:
 - Make sure power is on
 - Remove the lens cap
 - Adjust the lights
 - Use backlighting for transparencies
 - Adjust the iris and contrast

Troubleshooting

- ◆ The 52" LCD Display does not display an image:
 - Verify power switch on back is on, the power cable is snugly connected, and the device is powered on.
 - Verify you are on the right input selection, there is an input button on the side that will allow you to toggle through the input options (PC, S-Video, Component, Composite, HDMI, etc).
- ◆ My personal laptop does not sync to the E-courtroom system:
 - Is your resolution set correctly (1024 x 768)
 - Did you connect all the cables before you turned on the laptop?
 - Did you press the Fn Key with the appropriate function key.
 - Always verify problems and resolutions with the designated Travis County court representative